

Metheringham, Sots Hole and Tanvats Parish Council



Council Address: High Street, Metheringham, LINCOLN, LN4 3DZ

Email Address: parishclerk@metheringham-pc.gov.uk

Telephone number: 01526 323100

Councillor Privacy Notice When you sign your acceptance of office and take your seat on Metheringham Parish Council

The information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. (The Council ask that you provide a dedicated email address for conducting Council business). Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will not be shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Metheringham Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Metheringham Parish Council at any time).

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: the Parish Clerk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: the Parish Clerk to request this.

Information Deletion

If you wish Metheringham Parish Council to delete the information about you please contact: the Parish Clerk to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Parish Clerk to object.

Rights Related to Automated Decision Making and Profiling

Metheringham Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Resignation from the Council: On giving notice to the Chairman of your resignation from the Parish Council you must surrender your copy of MPC Procedural Documents and any associated documentation (given to members at their induction meeting and updated as required), they should be returned to the Parish Council Office. All other documents and emails pertaining to Parish Council business must be deleted from any electronic or cloud based storage and all physical copies securely destroyed or returned to the Parish Council Office for secure destruction. Upon completion of the above you should confirm in writing or by email to the Parish Clerk that no copies of any communication or document pertaining to council business are retained by you in any form.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Metheringham Parish Council Data Information Officer: Parish Clerk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary: In accordance with the law, Metheringham Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Metheringham Parish Council do not use profiling, we do not sell or pass your data to third parties and do not use your data for purposes other than those specified. Metheringham Parish Council make sure your data is stored securely and delete all information deemed to be no longer necessary. Metheringham Parish Council constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Full Name:	
Signature:	
Date:	